

# Enhancing Excellence in Teaching Program

## Applicant Checklist

**If Application or Program of Study is incomplete, NDE will NOT consider applicant for award funds.**

### Application for Funds Required Fields

Applicant Information Section

Prior Recipient checkbox, Name, Address, and Email

Employment Information Section

School, Administrator or Designated Representative Signature and Date

Graduate Program Information Section

Institution, Completion Date, Program, Type, and Category

Financial Request Section

Number of credit hours requested for award

Applicant Signature Section

US Citizenship Attestation checkbox, Applicant Signature and Date

### Graduate Program of Study Required Fields

Program or Endorsement, Anticipated Graduation Date, and Name

Coursework for graduate program – include all classes that you will take during 2016-17 and in the future to complete your program. All fields are required:

Course Number and Title (or “Elective”)

Number of credit hours

Mark classes for fund request

Semester the class will be taken – this can change if needed

If a Summer 2016 class – provide class start date as listed on institution’s class schedule

Program Chair/Designated Representative Signature and Date, if program is outside of the Teacher Education Unit at your institution